GUIDANCE FOR ASSESSORS – ESOL FOR WORK (E3 READING)

The test paper is designed to test a candidate's ability to meet the criteria for ESOL FOR WORK based on the standards set out for E3 Reading in the ESOL Core Curriculum. It is essential that assessors read the paper, mark scheme and guidelines before administering the test and marking a candidate's work.

ASSESSMENT OF READING AT ENTRY 3

Administration of the Test

1 Before the assessor/invigilator distributes papers, candidates should be properly advised of test conditions and time limits.

- Time allowed is 45 minutes and all sections of the paper should be completed
- Candidates should be advised that they should complete the test in silence
- Desks should be spaces so that candidates cannot overlook one another
- Candidates should know in advance of the test that the use of a (English only) dictionary is allowed; spare dictionaries should be available in the test centre.
- Assessors should be aware that each paper is divided into four parts. Each begins with a sort scenario to give a context to the texts and assessment tasks, which candidates must undertake. It is possible that text and associated questions may appear on different pages so care with photocopying, to ensure that text and questions do not appear back to back, is required.
- The assessor **must not read** any of the questions or texts on this paper for the candidate.

Marking of the Test

1 On collection of the test papers, the assessor/invigilator must sign and date the test paper on the front page, ensure that the personal details entered on the front of the test papers are correct and also record on the front sheet and special circumstances or information that may be helpful to the external verifier.

2 Assessors should award one mark for each question answered correctly according to the mark scheme. The marks awarded should be entered on the front of the test paper. The total number of marks, which can be awarded for this test paper is 18: 1 mark for each question. The pass mark is 12 (66%).

3 In the case of candidates who obtain 11 marks out of 18, assessors should review the responses of candidates to check if there is adequate, justifiable and demonstrable evidence to enable the assessor to pass the candidate.

4 Assessors should use the mark scheme answer key. If their professional judgement leads them to believe that the candidate has given a 'correct' answer that does not appear on the mark scheme they should use their professional judgment and award a mark but provide a note of explanation for the external verifier

5 Formative assessment should be offered to those learners who do not pass the test. This does not necessitate showing any candidate a test paper. Assessors should ensure that they are aware of which questions the candidate did not pass, and the criteria covered by those questions. The candidate can then be given information on which skills need more work before another test can be taken.